

## PART 506 - TECHNICAL MATERIALS

TN506.05(d)(2)(iii)

### TN506.05 Distribution of materials within NRCS.

The following guidelines will be followed for distribution of engineering technical materials within NRCS Tennessee:

(a) The State Conservation Engineer (SCE) is responsible for procuring all engineering technical materials needed in the state. The SCE will distribute all new engineering technical materials as well as subsequent revisions. Requests for additional copies of technical materials shall be made in writing to the SCE.

(b) All engineering technical materials will be filed in loose-leaf, three-ring binders or in accordance with appropriate instructions. As revisions or new materials are received, they are to be immediately filed in the proper binder. When revised reference specifications are received, the older copy is to be discarded after all contracts which incorporate the older specifications are completed.

(c) A complete set of engineering technical materials will be maintained at the Administrative Area office. It will be the responsibility of the Area Conservationist (AC) to maintain the engineering technical references. The technical materials required at the Administrative Area office are listed in TN506.05(g) and TN506.05(h).

(d) As a minimum, the engineering technical materials listed in 501.05(d)(1)-501.05(d)(2) are required at each field office. The AC and Area Engineer shall determine any additional engineering technical reference materials required at each field office. The required engineering reference materials for each office shall be based on the engineering practices applied and needs of the office. The AC will provide the field office with a list of required engineering technical materials and copies of the engineering technical materials. It is the responsibility of the District Conservationist (DC) to maintain all engineering technical references assigned to the office.

#### (1) NRCS National Engineering Technical References:

- (i) National Engineering Manual
- (ii) Part 650, Engineering Field Handbook
- (iii) Part 652, National Irrigation Guide and Tennessee amendments
- (iv) TR-55 Urban Hydrology for Small Watersheds and Tennessee amendments
- (v) TR-62, Engineering Layout Notes, Staking and Calculations

#### (2) Tennessee Engineering Technical References

- (i) Part 650, Engineering Field Handbook, Tennessee Supplements
- (ii) Tennessee Drainage Guide
- (iii) Tennessee Engineering Technical Notes

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(e) Engineering technical references for field engineers will be assigned directly to the engineer. It shall be each engineer's responsibility to keep his/her technical references up-to-date. Engineers relocated within the state shall take all technical references assigned to them to their new location. Engineers transferred out of state shall return all technical references assigned to them to the SCE.

(f) Engineers assigned to the state, area, or project offices will not have a complete set of technical references assigned to them individually. They will have access to the complete engineering technical references assigned to the state or area office.

(g) The following shall be considered as the complete engineering technical references for all engineers.

- (1) National Engineering Manual
- (2) Bulletins and Instructions received from the National or State Office
- (3) Irrigation Training Toolbox
- (4) Tennessee Drainage Guide
- (5) Tennessee Engineering Technical Notes
- (6) NRCS National Engineering Handbooks:
  - (i) NEH-3, Sedimentation
  - (ii) NEH-5, Hydraulics, including Supplements A and B
  - (iii) NEH-6, Structural Design
  - (iv) NEH-8, Engineering Geology
  - (v) NEH-11, Drop Spillways
  - (vi) NEH-14, Chute Spillways
  - (vii) NEH-18, Ground Water
  - (viii) NEH-19, Construction Inspection
  - (ix) Part 623, Irrigation (formerly NEH-15)
  - (x) Part 624, Drainage (formerly NEH-16)
  - (xi) Part 628, Dams, Chapters 50, 51, 52
  - (xii) Part 630, Hydrology (formerly NEH-4)
  - (xiii) Part 633, Soil Engineering, Chapter 26
  - (xiv) Part 637, Environmental Engineering
  - (xv) Part 642, Specifications for Construction Contracts (formerly NEH-20)
  - (xvi) Part 650, Engineering Field Handbook
  - (xvii) Part 650, Engineering Field Handbook, Tennessee Supplements
  - (xviii) Part 651, Agricultural Waste Management Field Handbook and Tennessee

Amendments

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(xix) TN506.06(h)(2)(vi)

(xix) Part 652, Irrigation Guide

(xx) Part 653, Stream Corridor Restoration: Principles, Processes, and Practices

(xxi) Part 637, Environmental Engineering National Handbook, Chapter 2,

Composting

### 7. Miscellaneous Engineering Technical References as follows:

i. National Map Symbol Handbook

ii. Applicable National Technical Releases

iii. Applicable design, specification, soil mechanics, and technical notes from the National Office.

(h) The following technical references will be distributed to engineers and Administrative Area Offices as needed and shall be maintained as part of that office location or engineer's files.

#### (1) Reference Specifications

(i) Those standard specifications of other agencies, associations, institutes, or societies that are referenced in NRCS National Engineering Handbook (NEH) 19, Construction Inspection; NEH Part 642, Specifications for Construction Contracts; and the FOTG Section IV, conservation practice standards. See NEM 542.40 for a list of reference specifications.

(ii) Tennessee Department of Transportation, Standard Specifications for Road and Bridge Construction.

(iii) Tennessee Department of Transportation, Roadway and Traffic Design Standard Specifications for Road and Bridge Construction.

#### (2) Reference books:

(i) Handbook of Hydraulics by King and Brater.

(ii) Occupational Safety and Health Administration (OSHA), Parts 1910 and 1926 Construction Industry Standards and Interpretations.

(iii) Surveying, by Davis and Foote.

(iv) Earth Manual, Bureau of Reclamation.

(v) Concrete Manual, U.S. Department of Interior, Eleventh Edition.

(vi) Structures and Environment Handbook, Midwest Plan Service, Eleventh Edition, 1987.

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(vii) Post-Frame Building Handbook Materials, Design Considerations, Construction Procedures, Northeast Regional Agricultural Engineering Service, Revised 1997.

(viii) Water Measurement Manual, U.S. Department of the Interior, Bureau of Reclamation, Third Edition, 1997.

(i) Consultants, contractors or other individuals desiring copies of reference specifications and NRCS manuals may obtain them from the issuing agencies in the list below.

(1) NRCS Publications can be purchased from:

National Technical Information Service  
U.S. Department of Commerce  
Springfield, Virginia 22161  
(703) 605-6500  
<http://www.ntis.gov/>

(2) Federal specifications, standards, and interim specifications (and the index thereof) may be purchased from:

Superintendent of Documents  
Government Printing Office  
Washington, D.C. 20401  
(202) 512-1530  
[http://www.access.gpo.gov/su\\_docs/sale/prf/prf.html](http://www.access.gpo.gov/su_docs/sale/prf/prf.html)

(3) Specifications and test methods of the American Society for Testing and Materials (ASTM) may be purchased from:

American Society for Testing and Materials  
100 Barr Harbor Drive  
West Conshohocken, PA 19428-2959  
(610) 832-9585  
<http://www.astm.org>

(4) Commercial and product standards may be purchased from:

Commodity Standards Division  
NIST, Office of Weights and Measures  
820 W. Diamond, Room 223  
Gaithersburg, Maryland 20878  
(301) 975-4004  
<http://www.nist.gov/owm>

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and

Superintendent of Documents, GPO  
Washington, D.C. 20401  
(202) 512-1530  
[http://www.access.gpo.gov/su\\_docs/sale/prf/prf.html](http://www.access.gpo.gov/su_docs/sale/prf/prf.html)

(5) Manuals of the Bureau of Reclamation, U.S. Department of the Interior, may be purchased from:

U.S. Government Printing Office  
Superintendent of Documents  
Washington, D.C. 20402  
(202) 512-1800 or (888) 293-6498  
[http://www.access.gpo.gov/su\\_docs/sale.html](http://www.access.gpo.gov/su_docs/sale.html)

or

National Technical Information Service  
Port Royal Road  
Springfield, Virginia 22161  
(800) 553-6847  
<http://www.ntis.gov/>

from: (6) Standards of the American Water Works Association (AWWA) may be purchased

American Water Works Association  
AWWA Bookstore  
6666 W. Quincy Avenue  
Denver, Colorado 80235  
(800) 926-7337 or (303) 795-2114  
<http://www.awwa.org/orders.htm>

(7) Standards of the American Concrete Institute (ACI) may be purchased from:

American Concrete Institute  
Member/Customer Services Department  
P. O. Box 9094  
Farmington Hills, Michigan 48333  
(248) 848-3800  
<http://www.aci-int.org/bookstore/bo-custser.htm>

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(8) Specifications of the American Institute of Steel Construction (AISC) may be purchased from:

American Institute of Steel Construction  
Department 77-5245  
Chicago, Illinois 60678-5245  
(800) 644-2400  
<http://www.aiscweb.com/publications/>

(9) Publications of the American Welding Society (AWS) may be purchased from:

American Welding Society  
550 N.W. LeJeune Road  
Miami, Tennessee 33126  
(800) 334-9353 or (305) 443-9353  
<http://www.aws.org/cgi-bin/shop>

(10) Standards of the American National Standards Institute, Inc. (ANSI) (USA or AN Standards), may be purchased from:

American National Standards Institute, Inc.  
11 West 42<sup>nd</sup> Street  
New York, New York 10036  
(212) 642-4900  
<http://www.ansi.org/>

(11) Military Specifications may be purchased from:

Commanding Officer  
Naval Supply Depot  
5801 Tabor Avenue  
Philadelphia, Pennsylvania 19120  
Attn: Code CDS  
(215) 697-2667  
<http://www.dodssp.daps.mil/dodssp.htm>

TN506.06 Distribution of materials outside of NRCS.

(a) Outside requests for engineering technical materials are to be handled by the office receiving the request. Generally, requests are to be referred to the appropriate issuing office as listed in NEM TN506.05(h).

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TN506.06(c)

(b) Copies of Tennessee engineering directives, amendments, conservation practice standards, etc., may be provided directly to units of government, individuals with whom NRCS has established a professional relationship, individuals who may be involved with NRCS programs and contracts, or others. When a field office cannot provide copies locally, these requests should be forwarded to the SCE.

(c) Requests for NRCS technical materials out of publication or not available for sale normally require reproduction, which can be time-consuming. When a field office cannot make copies locally, these requests should be screened and a real need determined before the request is forwarded to the SCE.

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